

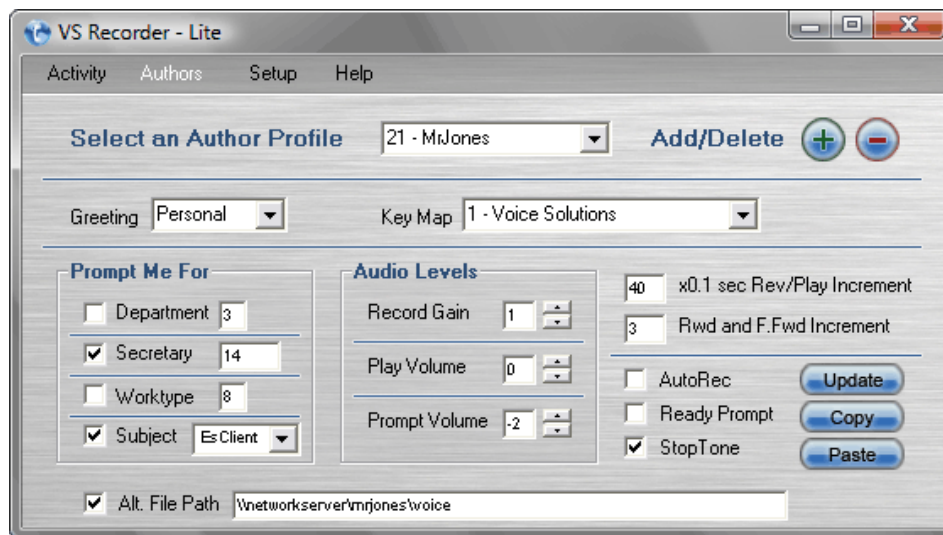


- Quick Setup Guide -

This guide help you to quickly setup and configure your newly installed VS Recorder. To see the entire user manual, open the **VS Recorder Monitor** from your desktop, click **Help** in the menu and choose **User Manual**.

Authors

All author profiles are managed from the **Authors** screen. An author profile is a set of preferences for a user ID used to log onto the VS Recorder and dictate. You *must* have a user ID to dictate. Each author profile can be customized to suit the needs of that particular user. An unlimited number of profiles may be created.



Configuration

To view/edit the configuration for a particular author profile

Step 1. Click the arrow on the **Select an Author Profile** drop down menu. Select the profile you wish to view. That profile's configuration is now displayed.

Step 2. Make any needed configuration changes.

Step 3. Press the **Update** button.



1. **Greeting.** You can choose from 3 options: *Personal*, *General*, and *None*. *Personal* requires that a custom greeting be created, otherwise it reverts to *None*. *General* simply says “Welcome to Voice Solutions”.

2. **Keymap.** You can choose from any of the nine available keymaps.

3. **Department.** The number in the box determines what the default department number will be. This can be any number between 1-99. If the box is *checked*, it will prompt the user to enter a department number at the start of each dictation. If *unchecked*, the user cannot change the default department number.

4. **Secretary.** The number in the box determines what the default secretary assignment number will be. This can be any number between 0-89 (0 = unassigned). If the box is *checked*, it will prompt the user to enter a secretary number at the start of each dictation. If *unchecked*, the user cannot change the default secretary assignment number.

5. **Worktype.** The number in the box determines what the default worktype number will be. This can be any number between 0-99. If the box is *checked*, it will prompt the user to enter a worktype at the start of each dictation. If *unchecked*, the user cannot change the default worktype.

6. **Subject.** The selection in the drop down box determines what type of subject prompt will play. If the box is *checked*, it will prompt the user to enter a subject number at the start of each dictation. This can be any number between 0-999999. If *unchecked*, the user will not be asked for this number.

7. **Record Gain.** This determines the level at which audio is recorded with this profile. -4 represents the quietest setting, and 3 the loudest. Adjusting the gain is a good way of compensating for exceptionally loud or soft speakers, as well as dictation method (cellphone, landline, telephony station). This is cumulative with the setting for each channel under **Configuration** (e.g. If the **Record Gain** for Channel 1 is 3 and the **Record Gain** for the author profile is -3, the result will be 0).

8. **Play Volume.** This determines the level at which audio is played back when reviewing. -4 represents the quietest setting, and 3 the loudest. This is cumulative with the setting for each channel under **Configuration** (e.g. If the **Play Volume** for Channel 1 is 3 and the **Play Volume** for the author profile is -3, the result will be 0).

9. Prompt Volume. This determines the level at which the prompts are played. -4 represents the quietest setting, and 3 the loudest.

10. Rev/Play Increment. This determines how far the dictation will automatically rewind when the user presses Play. This is also known as auto backspace. The number can be from 1-999, and is multiplied by 1/10th of a second. (Ex. 10 = 1 second, 25 = 2.5 seconds).

11. Rwd & F.Fwd Increment. This determines (in seconds) how far the dictation will rewind or fast forward with each beep. The number can be from 1-99.

12. Auto Record. If the box is *checked*, the user will hear: “Begin dictating after the tone” and then automatically go into record mode without pressing any digits. If *unchecked*, the user will have to press the record digit at the start of each new dictation.

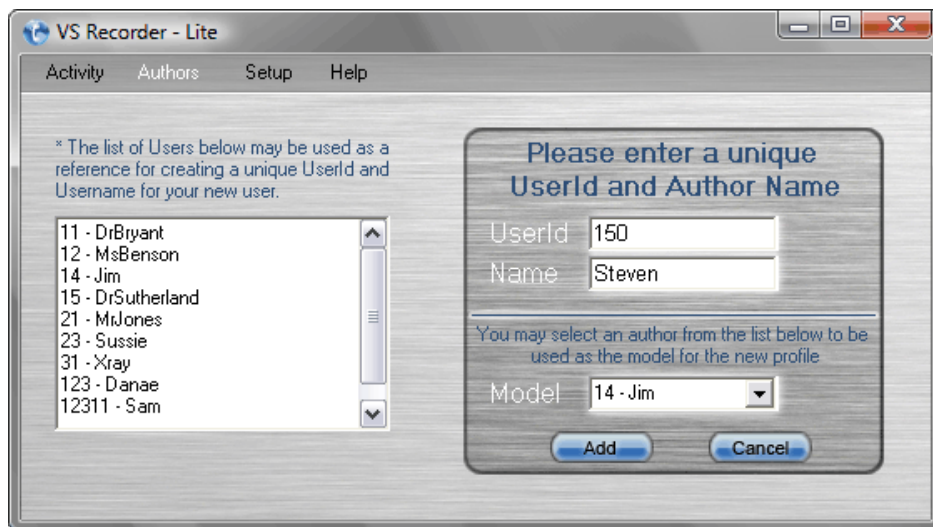
13. Ready Prompt. If the box is *checked*, the user will simply hear a “Ready” prompt when starting a new dictation. If *unchecked*, the user will hear the standard “Press 2 to begin dictating” prompt.

14. Stop Tone. If the box is *checked*, the user will hear a soft beep when in stop mode. This reassures the user that he has not been disconnected and reminds him that he is currently not recording. If *unchecked*, the user will hear nothing when in stop mode.

15. Alternate File Path. If the box is *checked*, all of that user's dictation will be saved to the path entered. This can be a local directory or a network share. If *unchecked*, the dictation destination configured under the **Configuration** tab applies to that author profile. (See [Configuration | Files Path](#))

To Create an author profile

Step 1. Press the + button. The screen below appears.



Step 2. Enter a unique **UserID**. This can be any number from 1-999999.

Step 3. Enter a unique **Name**. This can be any combination of alphanumeric characters up to 15 characters long.

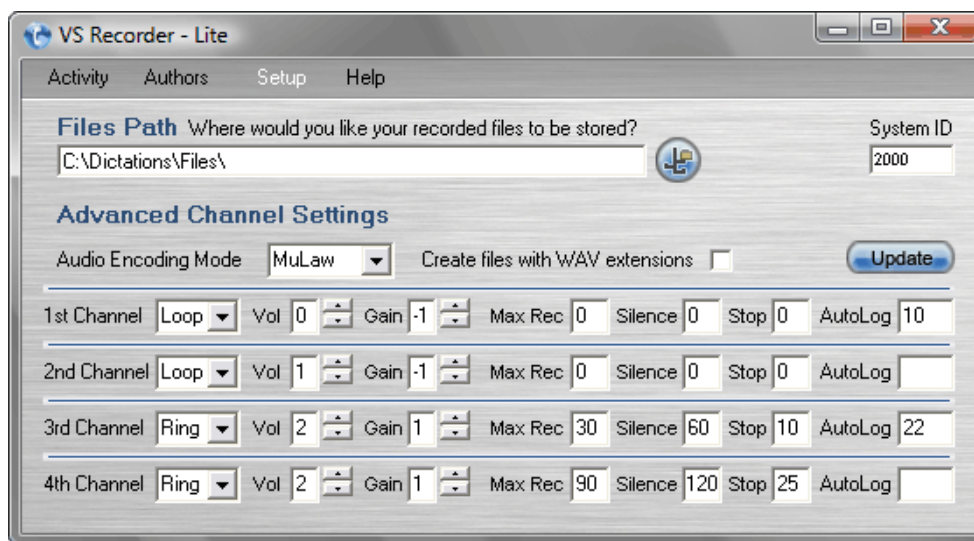
Step 4. If you would like your new profile to have the same configuration as a previous profile, select it from the **Model** drop down box. If you want your new profile to be created with a blank configuration, then leave the field blank.

Step 5. Press the **Add** button.

HINT: Use the list of users on the left to see what user IDs and names have already been created. This will assist you in creating a unique ID and name for your new profile.

Setup - Configuration

The **Configuration** screen provides access to all major system settings. Here you set the audio format and location the dictation will be stored, as well as customize each channel.



To edit a setting

Step 1. Make any changes necessary.

Step 2. Press the **Update** button.

Files Path

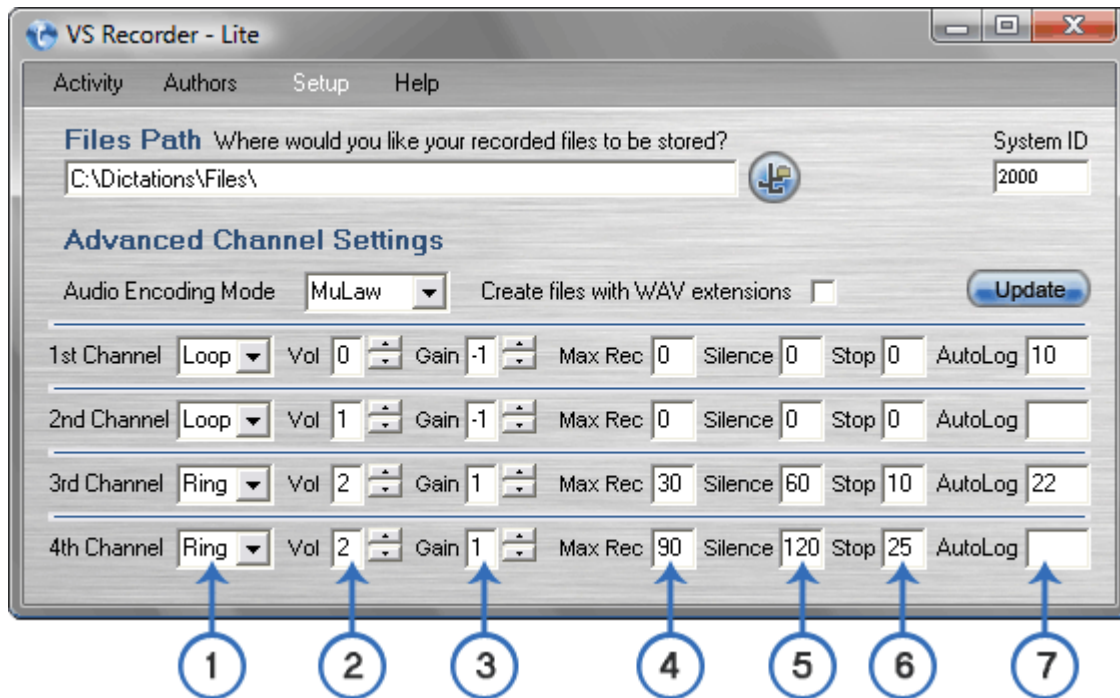
This determines where your dictation is stored, or copied to, after being dictated.

The default path is: [C:\Dictations\Files](#)

The path can be a local directory, network share, mapped drive, or external media. For network shares, you may use the UNC or IP (if static). Click the button beside the the box to browse for your destination.

WARNING: Although VS Recorder allows any type of characters (alphanumeric and symbols) for a path, if you are using iChannel Lite for transcription, consult its administrative guide for certain restrictions in the dictation directory's naming convention (also see [iChannel Lite Integration](#)).

Channel Configuration



1. Loop/Ring. Set to **Ring** if a telephone or DID line is connected to that channel. Set to **Loop** only if a direct-wired telephony station is connected to that channel.

2. Play Volume. This determines the playback volume on that channel. -3 is the quietest and 3 the loudest. This is cumulative with the setting for each user's profile under **Author Profile** (e.g. If the **Play Volume** for Channel 1 is 3 and the **Play Volume** for the author profile is -3, the result will be 0).

3. Record Gain. This determines the record volume on that channel. -3 is the quietest and 3 the loudest. This is cumulative with the setting for each user's profile under **Author Profile** (e.g. If the **Record Gain** for Channel 1 is 3 and the **Record Gain** for the author profile is -3, the result will be 0).

4. Max Record. This determines the maximum length (in minutes) the channel will remain in Record mode without any digits being pressed before automatically going into Stop mode.

5. Max Silence. This determines the maximum length (in seconds) the channel will remain in Record mode with silence on the line before automatically going into Stop mode. 120 seconds is recommended.

6. Max Stop. This determines the maximum length (in minutes) the channel will remain in Stop mode before automatically disconnecting the user. 25 minutes is recommended.

7. Auto Log. If a user ID is entered here, that ID will automatically be logged on when that particular channel is accessed.